



Sherwood Center for the Arts Instructor Proposal

Thank you for your interest in becoming an instructor with the City of Sherwood. We are excited about the possibility of working together to reach our common goal of serving our community. The City of Sherwood is dedicated to providing diverse education programs and activities to our residents through innovation, engagement, and collaboration in various arts and education mediums. Please submit an Instructor Proposal Form in order for your class idea to be reviewed. For more information, please contact the Center for the Arts Manager, Maggie Chapin, at 503.625.4261, or chapinm@sherwoodoregon.gov.

Mission: Inspire, educate, and enrich the Sherwood community through diverse activities that enhance the quality of life.

About the Sherwood Center for the Arts

The City of Sherwood's brand new Center for the Arts facility features a 392-seat auditorium with a full stage, equipped with retractable seating to allow for banquets, weddings, ect. In addition, the center includes two 400+/- square foot classroom spaces in order to provide diverse education programs and activities. This is the first building of its kind in the community and the City is excited to be able to offer new opportunities for recreation and education to people of all ages. The ideas for classes are endless: arts, crafts, theater, music, dance, language, education, professional development, technology, ect.

How to Become an Instructor

In order to become an instructor for the Sherwood Center for the Arts, you must first submit an Instructor Proposal Form. Instructor proposals are accepted year round. Partially completed proposals will not be considered. Once you have submitted your proposal, the Center Manager will review the information and notify you if your class/activity seems like a good fit. A meeting is then scheduled to further discuss your activity. If the class/activity is approved, the details of the agreement between the City of Sherwood and the individual instructor will then be discussed and mutually decided upon.

Class Fees

The instructor and the Center Manager will determine a mutually agreed upon course fee. The City of Sherwood shall be responsible for the registration of participants and collection of payments. No registrations may be taken by an instructor.

Supply Fees

If a supply fee is required for each student, the contract instructor must provide this information on the Contract Instructor Proposal Form. There will be no storage of supplies allowed at the Center. Each instructor will need to bring their required supplies with them for each class session.



**City of Sherwood Instructor Proposal Form
Sherwood Center for the Arts**

Thank you for your interest in offering classes to our community. Please complete the proposal form below. Your proposal will be reviewed by the Sherwood Center for the Arts Manager. Completion of this information form does not imply a contract. Therefore, there are no guarantees that the proposed class will be offered by the City of Sherwood.

Instructor Name: _____ Business Name: _____
Address: _____ City/Zip Code: _____
Home Phone: _____ Work Phone: _____ Mobile Phone: _____
E-mail Address: _____
Website (if applicable): _____

Suggested Class Title(s): _____

Please write a brief description of your class:

List three reasons why we should offer this program (how students will benefit):

1. _____
2. _____
3. _____

Season preferred: Fall Winter Spring Summer
Proposed length of each class (e.g. 2 weeks, 6 weeks, ect): _____
Proposed length of each session (e.g. 1 hour, 30 minutes, ect): _____
Preferred day(s) of the week: _____
Preferred time(s): _____

Age of students: Min. _____ Max. _____ Number of students: Min. _____ Max. _____
Proposed cost per person: _____ Will you be charging a supply fee: Yes No
If yes, what is your proposed supply fee: _____
What do you plan on purchasing with the supply fee: _____

Please list any supplies that you will require students to bring with them to class:

What promotional efforts will you devote to this program?_____

Please list where you have taught this class before:

Please list two (2) professional references: *(name, phone number, relationship)*

1. _____

2. _____

In addition, please attach a resume outlining your qualifications to teach the proposed class. Also include a sample class outline, lesson plan, previous promotional materials, and/or any other supplemental material that may assist us in reviewing your proposal.

I hereby certify that all statements on this application are true. I give my permission to the City of Sherwood to make any necessary verification of the information presented on this application.

Name (Print)_____ Date_____

Signature_____



Sherwood Center for the Arts
503.625.4ART
www.sherwoodoregon.gov